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USAREC MSG 00-026

261800 February 2000

USAREC MSG 00-026

From: Headquarters USAREC

To: Guidance counselors and
Operations Personnel

SUBJECT: EPSQ Changes and Clarification of USAREC Message 00-013, paragraph #6.

1. This is a priority message; deliver to the responsible staff immediately.

A copy of this message will be given to each guidance counselor and
operations NCO or Officer.

2. References:

a. AR 601-210, Regular Army and Army Reserve Enlistment Program.

b. USAREC Regulation 601-96, Guidance Counselor Procedures,
dated 31 October 1998.

b. USAREC Message 00-013, dated 31 January 2000.

3. Guidance Counselors will use the following codes when submitting Electronic
Personal Security Questionnaire (EPSQ) in #2 - Type of Investigation:

a. NAC (1) - When an individual requires a clearance, is Prior Service,

or is a previous Dep Loss.

b. ENTNAC (4) - For all other individuals.

4. Effective immediately, the clarification of Paragraph 6 of USAREC Message 00-013 is in effect.

a. The following Military Occupational Specialties require submission of the Electronic Personal Security Questionnaire (EPSQ) codes in #6 Reason for Request, Reason #1 - Enlistment and Reason #2 Secret. Reason #3 should not be used.

MOS's:

00B, 09S, 09W, 13C, 13D, 13E, 13F, 13M, 13P, 13R, 14D, 14E, 14J, 14L, 14M, 14R, 14S, 14T, 18B, 18D, 18E, 24T, 27E, 27M, 27T, 31C, 31F, 31L, 31P, 31R, 31S, 31U, 33R, 33T, 33W, 33Y, 35B, 35C, 35E, 35F, 35J, 35M, 35N, 35R, 35Y, 37F, 38A, 39B, 45G, 45K, 46Q, 46R, 52E, 55B, 55D, 68N, 74B, 74C, 74G, 75F, 81T, 93P, 95B, 95C, 96B, 96D, 96H, 96R, 96U, 97B, 97E, 97Z, and all 98 Series.

b. All Request Option 25, Option 20 and OSC/WOFT applicants must be submitted as stated above in 3a.

5. Applicants enlisted in the following MOS's must also be interviewed by the Security Interviewer.

MOS's:

00B, 18D, 33R, 33T, 33W, 36L, 55D, 74C, 74G, 95B, 96B, 95C, 96D, 97B, 97E, and all 98 Series.

6. All applicants that require a Top Secret Clearance will be informed that they will receive second security interview upon arrival at either Fort Jackson or Fort Leonard Wood by the Security interviewer with the Personal Security Screening Program (PSSP). After this interview, they will be submitted for their Top Secret Clearance. Guidance Counselors will still submit them for a Secret Clearance at the time of their enlistment.

7. Effective immediately, the Senior Guidance Counselors (SGC) or acting SGC is responsible for obtaining the DSS receipt, via the Internet. This function will no longer be done by Battalion Operations. If there is no receipt on the DSS Receipt system within 3 days from submission the SGC must revalidate, certify, and retransmit the form. If you still have not received a positive confirmation after re-sending the form, contact SFC Bender, toll-free 1-800-223-3735, extension 6-0241 or SFC Pagel, extension 6-0460.

8. The SGC will ensure:

- a) A copy of the Security Information is attached to all copies of the EPSQ SF86.
- b) A copy of the EPSQ receipt obtained from the DSS Receipt System is attached to the original EPSQ SF86 and a copy is placed in the residual packet.
- c) Effective 13 March 2000 individual's EPSQ disk will be forwarded in the ship packet to the Reception Battalions.

9. For all soldiers who enlisted prior to 1 Oct 99, who did not have an EPSQ submitted, recruiters must complete the EPSQ with DEP/DTP and forward disk to the SGC. SGC will ensure all are submitted correctly and place disk into the ship packet, along with other documents, as mentioned in 7 above. All EPSQ disks will be completed, submitted and placed into ship packet prior to 10-day

packet checks.

10. This policy will be reflected in the next update of USAREC Regulation 601-96.

11. Point of contact for this message, thru brigade, is SFC Bender,
toll-free 1-800-223-3735, extension 6-0241 or SFC Pagel, extension 6-0460.

Kirk W. Davidson, COL, GS, Director, Recruiting Operations

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From: Pagel, Michael G., SFC
Sent: Tuesday, February 01, 2000 3:34 PM
To: (Ft. Benning Reception Battalion); (Ft. Jackson Reception Battalion); (Ft. Knox Reception Battalion); (Ft. Leonard Wood Reception Battalion); (Ft. Sill Reception Battalion); Lackland AFB (MSG Tirado); (Distribution E6)
Cc: Kuzma, Michael P.; Shaffery, Frank A.; Stewart, Robert H.; Hanshaw, Mark A., SFC; Swartzentruber, Josephine MSG
Subject: EPSQ Responsibilities for LNCO's

From: HQ USAREC
To: All HQ USAREC Liaison NCO's

SUBJECT: Review of Proper EPSQ Submission Procedures for Security Clearances

1. THIS IS AN IMMEDIATE MESSAGE; CONFIRM RECEIPT OF THIS MESSAGE TELEPHONICALLY WITH POINT OF CONTACT LISTED BELOW.

2. Reference:

- a. USAREC Regulation 601-96, Guidance Counselor Procedures, 11 September 98
- b. USAREC Regulation 600-8, United States Army Recruiting Command Liaison Noncommissioned Officer at United States Army Reception Battalion, 1 October 1997
- c. USAREC Message 00-013 Part I, SUBJECT: Individuals Requiring Secret Clearances, 311800 January 2000
- d. USAREC Message 99-095, SUBJECT: Individuals Requiring Security Clearances, 161800 December 1999
- e. USAREC Message 99-086, SUBJECT: Individuals Requiring Secret Clearances, 011800 November 1999

3. The purpose of this message is to outline the proper procedures for all Liaison NCO's on responsibilities for ensuring proper submission of EPSQ for all individuals requiring secret clearances.

4. HQ USAREC LNCO's must work with their respective Reception Battalion (RECBN) Personnel Affairs Division/Branch (PAD/PAB) and provide them with listing of all MOS's requiring submission for secret clearance (reference c above). New soldiers arriving at the RECBN having enlisted in one of the listed MOS's must be referred to LNCOs for review of personnel files. Liaisons **must review records** of each individual who enlisted into one of those MOSs.

5. Liaisons must review the original Security Information attached to the EPSQ SF 86. LNCOs must ensure that reason for submission (item 6 in the Security Information) is coded : Enlistment and Secret. The correct coding will ensure Defense Security Service (DSS) conduct the appropriate National Agency Check (NAC) Local Agency Checks (LAC) and complete a credit history check. In addition, LNCOs must ensure that Senior Guidance Counselors were in compliance with reference d above.

6. For those individuals who were not submitted correctly, LNCOs will contact the appropriate Guidance Counselor shop and have them rectify the problem (correct the submission coding on the EPSQ disk and resubmit). Those individuals who were submitted "Automated", Guidance Counselor shop must ensure coding is correct on disk and submit electronically. Ensure USAREC Form 153, Erroneous Enlistment Report, is completed on each error and distributed IAW reference b above.

7. Point of contact for this headquarters is SFC Pagel at DSN 536-0460 or commercial (502) 626-0460.

KIRK W. DAVIDSON
Colonel, GS
Director, Recruiting Operations

311800 January 2000 USAREC MSG 00-013 PART I
From: Headquarters USAREC
To: Guidance Counselors and
Operations Personnel

Subject: Individuals Requiring Secret Clearances.

1. This is a Routine Message: Deliver to the responsible staff within 24 hours.

2. References:

a. USAREC Regulation 601-96, Guidance Counselor Procedures dated 31 October 1998.

b. USAREC MSG's 99-095, dated 16 DEC 99 and 99-086 dated 1 Nov 99.

3. Effective 1 October 1999 requirements for granting secret clearances changed to require National Agency Check (NAC) Local Agency Checks (LAC) and Credit checks be completed prior to granting a security clearance. NAC/LAC/Credit checks require submission of the Electronic Personal Security Questionnaire. The automated ENTNAC path cannot be used to obtain a security clearance of any kind. Training and Doctrine Command cannot continue to house soldiers who are finished with their training but can not be sent to their permanent duty assignments because their security clearances were not submitted properly.

4. All enlistment packets must include the original Security Information attached to the EPSQ SF86 forwarded to the reception battalion and a copy maintained in the residual packet maintained at the recruiting battalion.

5. The reason for submission (item 6 in the Security Information) must have the following selections: Enlistment and Secret. Coding the EPSQ in this manner will inform the Defense Security Service (DSS) to conduct the National Agency Check (NAC) Local Agency Checks (LAC) and complete a credit history check. Upon completion of the NAC/LAC and, Credit checks. DSS forwards the investigation results to the Central Clearance Facility (CAF) for adjudication of the Security clearance. CCF will forward the security clearance results to the address submitted in the return results block on the security information submitted with the EPSQ.

6. The following Military Occupational Specialties require submission of the Electronic Personal Security Questionnaire coded for enlistment and secret.

MOS's:

OOB, 13C, 13D, 13E, 13F, 13M, 13P, 13R, 14E, 14J, 14L, 14M, 14R, 14S, 14T, 16T, 18B, 18D, 18E, 18X, 23R, 24H, 24K, 27E, 24F, 24G, 24H, 24K, 24T, 31C, 31F, 31L, 31M, 31P, 31R, 31S, 31U, 33R, 33T, 33W, 33Y, 35B, 35C, 35E, 35F, 35J, 35M, 35N, 35R, 35Y, 36L, 36M, 37F, 38A, 39B, 39D, 39E, 39G, 45G, 45K, 46Q, 46R, 52E, 55B, 55D, 67H, 68N, 68R, 71C, 74B, 74C, 75F, 81Q, 81T, 93P, 96B, 96D, 96H, 96R, 96U, all 97 and 98 Series.

7. Senior Counselors must verify ENTNACS previously submitted incorrectly are resubmitted properly prior to shipping any soldier to the Reception Battalion. Annotate all resubmission's on DD Form 1966/3 remarks section with the date of resubmission and the name of the guidance counselor submitting the form. Ensure all coordination with MEPCOM personnel to forward the applicant fingerprint card and authorization for release of information to the Defense Security Services for acceptance of the EPSQ.

From: Moss, Kenneth B. SGM [kenneth.moss@ut.ngb.army.mil]
Sent: Tuesday, July 18, 2000 3:05 PM
To: (Home) Brad Wilkinson; (Home) Chris Nowell; (Home) Rob Cottle; (Home) Sean Cramer; (Home) Tamara Rogers; (MEPS) MSG Les Peterson; (MEPS) SFC Tim Walden; (ROTC-BYU) SFC Ken Johnson; (ROTC-SUU) SFC Paul Fallon; (ROTC-UU) SFC Jim Gober; (ROTC-UVSC) SFC Paul Raymond; (ROTC-WSU) SSG Bill Ewert; Adamson, Jesse; Anderson, Scott; Barney, Kemp; Bennett, Todd; Bradley, Jeffery; Brady, Harrison; Clark, J. Matt; Cook, Douglas; Cottle, Robert; Cramer, Sean; Culwell, Gerald; Curtis, Steven; Degolyer, William; Gillis, Kimball; Harrison, Mark; Henrie, David; Jensen, Bryce; Johnson, Brett; Johnson, Gary; Johnson, Russell; Kibler, Scott; Litster, Tony; McMullin, Richard; Moss, Kenneth; Nielsen, Dallin; Nowell, Christopher; Penney, Douglas; Peters, Mark; Peterson, Jacqueline; Peterson, Wesley; Rasmussen, Dale; Rhinehart, Matthew; Rogers, Tamara; Rollins, Rich; Scott, David; Smethurst, Bryan; Smith, Blair; Smith, Justin; Sylvester, Victor; Thomas, Robert; Tidwell, Kent; Watkins, Grant; Wilkinson, Brad; Bingeman, Melanie; Shaughnessy, Carole; Swank, Tracy
Subject: EPSQ Changes and Clarification of SMB Ops Message 00-61
Importance: High

This message is specifically for our MEPS liaisons; however, it is probably important for each of you to be aware of this.

SGM Moss
SGM Kenneth B. Moss
Recruiting Operations SGM
Utah Army National Guard
DSN: 766-4417
COMM: (801) 523-4417

—Original Message—

From: Clark, Matt MAJ
Sent: Tuesday, July 18, 2000 9:01 AM
To: Moss, Kenneth B. SGM
Subject: FW: SMB Operations Message 00-76 EPSQ Changes and Clarification of SMB Ops Message 00-61

—Original Message—

From: Redmon, Brian C MAJ NGB-ARNG
Sent: Friday, April 14, 2000 12:08 PM
To: Bridges, L. Mike, LTC; Ellison, Jerry; CooleyJE@ar-armg.ngb.army.mil; <mailto:CooleyJE@ar-armg.ngb.army.mil>; Centner, Robert MAJ; Daniel.Smith@CA-ARNG.ngb.army.mil; <mailto:Daniel.Smith@CA-ARNG.ngb.army.mil>; Kallam, Hans (LTC); Vasile, Michael A MAJ CTARNG; Montgomery, Lawrence Jr. MAJ; Citro, Albert, A., CPT; Oliver@fi-armg.ngb.army.mil; <mailto:Oliver@fi-armg.ngb.army.mil>; neelyc@ga-armg.ngb.army.mil; <mailto:neelyc@ga-armg.ngb.army.mil>; LeonGuerrero, Roderick R. MAJ; Franks-Ongoy, Benedict H., MAJ; Jensen, Michael J. (IA); woodbyd@id-ngnet.army.mil; <mailto:woodbyd@id-ngnet.army.mil>; Vinson, Richard C.; Forrester@in-armg.ngb.army.mil; <mailto:Forrester@in-armg.ngb.army.mil>; Marlar, Tim Maj; powelljr@bngc.dma.state.ky.us; <mailto:powelljr@bngc.dma.state.ky.us>; Hammett, Gary (LTC); majlizotte@attglobal.net; <mailto:majlizotte@attglobal.net>; Howard, Philip LTC; duehringdm@me-armg.ngb.army.mil; <mailto:duehringdm@me-armg.ngb.army.mil>; Eitrem, Mark S LTC MIARNG;

Neal.Loidolt@mn.ngb.army.mil; <mailto:Neal.Loidolt@mn.ngb.army.mil>
 McCarter, Mark, MO-ARNG; Bernreuter, Henry (LTC);
 Potterwj@MT-armg.ngb.army.mil; <mailto:Potterwj@MT-armg.ngb.army.mil>
 Hignite, Baron - COL; Handt, Darcie [MAJ]; Lyons, Judd LTC NE-ARNG;
 dupuisdr@nh-armg.ngb.army.mil; <mailto:dupuisdr@nh-armg.ngb.army.mil>
 Miliken, Kent L. LTC; Rojo, Roberto; carlsonm@nv-armg.ngb.army.mil;
 <mailto:carlsonm@nv-armg.ngb.army.mil> Varian, Bill; Lawson, James H.
 LTC; Kenneth.Calhoun@ok.ngb.army.mil;
 <mailto:Kenneth.Calhoun@ok.ngb.army.mil> smithe@or-armg.ngb.army.mil;
 <mailto:smithe@or-armg.ngb.army.mil> mat19259@voicenet.com;
 <mailto:mat19259@voicenet.com> Perez, Victor MAJ; Ryan, Patricia MAJ;
 Goff, Eddie H.; Griesenbrock, Jan LTC; grindermb@tn-armg.ngb.army.mil;
 <mailto:grindermb@tn-armg.ngb.army.mil> Gregory, William F. LTC;
 Clarkm@ut-armg.ngb.army.mil; <mailto:Clarkm@ut-armg.ngb.army.mil> Leonard,
 Thomas LTC (VA); Cills, Linda MAJ; tlambert@vt-armg.ngb.army.mil;
 <mailto:tlambert@vt-armg.ngb.army.mil> forbesm@wa-armg.ngb.army.mil;
 <mailto:forbesm@wa-armg.ngb.army.mil> ronger@WI-armg.ngb.army.mil;
 <mailto:ronger@WI-armg.ngb.army.mil> walkerr@wv-armg.ngb.army.mil;
 <mailto:walkerr@wv-armg.ngb.army.mil> Keyes, Eric; Billy Cooper; Bradley,
 Danny SGM; Carl Swofford; Carlisle, Clinton E. SGM; Curtis Snoberger; Doug
 Corbett; Drouin, Joeseeph SGM WA; Edford Grider; George Sams; Hall, Guy SGM;
 Hirsch, Rick; Howard (SGM) Thiel; Jackson, Kerry E; James Steckel; Jimmy
 Lindsey; John Cockrell; Kerry Birmingham; Langrehr, Tom MSG; Larry Westfall;
 Lawrence Hammonree; Lease, Greg MSG; Leighton Siu; Lisonbee, Craig SGM;
 Louie Garcia; Matt Freeman; McSpadden, P Lee [SGM] - KY-ARNG; Meyers, Randy
 SGM; Michael Nelson; Nichols, SGM; Norman Paquette; Raymond Zastaury;
 Richard Shaw; Robert Nishioka; Russell, Thomas (Tom); Silvest, Hollis MSG;
 Swinford, SGM OH; Tathum, Joseph; Terry Webb; Timothy Ward; Tom Fonner;
 Walter Holland; William Damrow; William Keller; Willingham, David OK SGM
 Cc: #NGB-ASM (ALL); Perry, Thomas A CPT; Allfree, Josh SFC; Andrew
 Hernandez; Arthur Stewart; Devine, Laurin; Durr, Deryll SFC; Gabaldon,
 Raymond MAJ; Gorske, Scott MAJ; Richard Guzzetta; Roland Chargualaf;
 Stricklin, John SGM
 Subject: SMB Operations Message 00-76 EPSQ Changes and Clarification
 of SMB Ops Message 00-61

Strength Maintenance Operations Message 00-76
 14 April 2000

MEMORANDUM FOR The Recruiting and Retention Managers of All States, Guam,
 The Virgin Islands, Puerto Rico and the District of Columbia

SUBJECT: EPSQ Changes and Clarification of SMB Operations Message 00-61

1. References:

- a. Appendix A, NGR 600-200, FY Enlistment Criteria.
- b. NGB-ASM SMB Operations Message 00-61, dated 8 March 2000.

2. Guidance Counselors will use the following codes when submitting
 Electronic Personal Security Questionnaire (EPSQ) in #2 - Type of
 Investigation:

- a. NAC (1) - When an individual requires a clearance or is Prior Service.
- b. ENTNAC (4) - For all other individuals.

3. The following Military Occupational Specialties (3d) require submission
 of the Electronic Personal Security Questionnaire (EPSQ). The reason for
 request codes in #6 Reason for Request, must be the following:

- a. Reason #1 - Enlistment

- b. Reason #2 - Secret
- c. Reason #3 - should not be used
- d. MOS's: 00B, 09S, 09W, 13C, 13D, 13E, 13F, 13M, 13P, 13R, 14D, 14E, 14J, 14L, 14M, 14R, 14S, 14T, 18B, 18D, 18E, 24T, 27E, 27M, 27T, 31C, 31F, 31L, 31P, 31R, 31S, 31U, 33R, 33T, 33W, 33Y, 35B, 35C, 35E, 35F, 35J, 35M, 35N, 35R, 35Y, 37F, 38A, 39B, 45G, 45K, 46Q, 46R, 52E, 55B, 55D, 68N, 74B, 74C, 74G, 75F, 81T, 93P, 95B, 95C, 96B, 96D, 96H, 96R, 96U, 97B, 97E, 97Z, and all 98 Series.

4. Additionally, applicants enlisted in the following MOS's must also be interviewed by the Security Interviewer. MOS's: 00B, 18D, 33R, 33T, 33W, 36L, 55D, 74C, 74G, 95B, 96B, 95C, 96D, 97B, 97E, and all 98 Series.

5. All applicants that require a Top Secret Clearance will be informed that they will receive a second security interview upon arrival at either Fort Jackson or Fort Leonard Wood by the Security Interviewer with the Personal Security Screening Program (PSSP). After this interview, they will be submitted for their Top Secret Clearance. Guidance Counselors will still submit them for a Secret Clearance at the time of their enlistment.

6. Effective immediately, the Guidance Counselor (GC) is responsible for obtaining the DSS receipt, via the Internet. If there is no receipt on the DSS Receipt system within 3 days from submission the GC must revalidate, certify, and retransmit the form. If you still have not received a positive confirmation after re-sending the form, contact the ROC for assistance at 1-800-356-ARNG.

7. The GC will verify that the following is in the shipper packet:

a) A copy of the Security Information sheet, attached to all printed copies of the EPSQ SF86.

b) A copy of the EPSQ receipt obtained from the DSS Receipt System (if more than one social appears ensure the non-applicable SSNs are blacked out to ensure the integrity of the privacy act), attached to the original EPSQ SF86 and a copy placed in the residual packet.

c) EPSQ data disk will be included in the shipper packet for personnel meeting the following requirements:

- 1) Those individuals who require a secret or top secret security clearance (paragraph 3.d. and paragraph 4).
- 2) Those individuals where the EPSQ was required due to a possible match on the ENTNAC.
- 3) Those individuals who were ineligible for the automated ENTNAC due to birth or other background requirements.
- 4) Those who shipped prior to any security check results being received.

d) A copy of the completed ENTNAC results, for those individuals enlisting in MOS's other than those listed in paragraph 3.d. and paragraph 4.

e) DIS Form 1 (Report of National Agency Check) (manual ENTNAC/NAC).

** Note, you must have a, b, and e for all shippers. You must include the EPSQ disk as listed in c, if one of the four listed conditions apply. You must include d as applicable.

8. There is no grandfather clause to this guidance. If the conditions in paragraph 7.c) apply you must recreate the EPSQ disk and submit to DSS as you would for a current enlistment. This disk must be included in the shipper packet. If you have soldiers in this situation, begin working the EPSQ process now; do not wait until ship day. Current guidance in Appendix A, FY 00 Enlistment Criteria Memorandum, paragraph 4-12 still applies for

shipping without results. If you have a phase 2, Split Training Option, soldier shipping to training, you must follow this guidance.

9. POC is MAJ Brian Redmon at commercial 703-607-3639, DSN 327-3639, or email redmonb@ngb-armg.ngb.army.mil <<mailto:redmonb@ngb-armg.ngb.army.mil>> .

/////////Signed/////////
KENNETH K. PEINHARDT
COL, NGB

Chief, Strength

Maintenance Division